

District Board Regular Meeting Tuesday, March 17, 2020

Western Administrative Center • 111 Seventh Street N • Room 408 • La Crosse, WI

**District
Board
Members:**

Andrew Bosshard (Chair)
Kara Burgos
Carrie Buss (Vice Chair)

Dave Laehn (Secretary)
Angie Lawrence
Ed Lukasek

Ken Peterson (Treasurer)
Michelle Greendeer-Rave
Dennis Treu

District Board Meeting – Open Session

1:00pm

District Board Meeting – Closed Session

The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters, and the President's Evaluation. No action.

District Board Meeting – Open Session

Immediately Following Closed Session

Public Notice (see calendar below)

Members of the District Board may be in attendance at the following meetings/events:

- WI Technical College District Boards Associations
- WTCS State Board Meetings

No Western Technical College business will be conducted during these meetings/events.

Planning Ahead ... 2020

DATE	EVENT	LOCATION
March 17, 2020	District Board Meeting – 1:00pm	A408
March 17-18, 2020	WTCS Board Meeting	Pewaukee, WI
March 24, 2020	District Board Appointment Committee Meeting Hearing – 10:00am	A408
March 25, 2020	Western Spring Open House – 4:00-7:00pm	All Western Locations
April 2-4, 2020	District Boards Association Meeting	MATC Milwaukee
April 15-17, 2020	ACCT 2020 Governance Leadership Institute	Tucson, AZ – Canceled
April 17-21, 2020	Higher Learning Commission Annual Conference	Chicago, IL
April 21, 2020	District Board Meeting – 1:00pm	Tomah Regional Center
April 24, 2020	Classes End	
April 25, 2020	Western Distinguished Alumni Award Reception Commencement – Noon	La Crosse Center
April 28, 2020	District Board Budget Meeting – 9:00am Advance Session – Noon	Sparta
April 30, 2020	Breakfast Classique – 7:30am	Lunda Center
May 8, 2020	Law Enforcement Academy Graduation – 2:00pm	Sparta Public Safety Center
May 11, 2020	Classes Begin	
May 14, 2020	GED HSED Graduation – 7:00pm	Lunda Center
May 18-20, 2020	The Chair Academy International Conference	Scottsdale, AZ
May 26, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405
May 26, 2020	District Board Meeting Advance Session – 1:00pm	A408
June 16, 2020	Budget & Facilities Subcommittee Meeting – 11:00am	A405
June 16, 2020`	District Board Meeting Public Hearing on Budget – 1:00pm	A408
July 3, 2020	Holiday	
July 7-8, 2020	WTCS Board Meeting	WI Indianhead – New Richmond
July 13, 2020	District Board Organizational Meeting – 1:00pm	A408
July 23-25, 2020	District Boards Association Meeting	Marshfield/Wisconsin Rapids

Western Technical College
District Board Goal

Incorporate Experience 2025 and related student success and employee engagement priorities into all board meetings:

- a. Strategies include:
 - i. Adapt District Board agendas to incorporate benchmarks, progress, and completion data related to Experience 2025 and the seven strategic goals
 - ii. Consider the four Strategic Directions in all decision-making
 - iii. Communicate college events and level of priority to District Board members
 - iv. Foster greater levels of employee engagement and recognition through resolutions of commendation, targeted visits, and visual management tours
 - v. Check, adjust, and revise the District Board monthly calendar to allow for agility
 - vi. Adjust monthly agenda to allow for adequate time to fully cover agenda items

- b. Lead measures include:
 - i. President's goals are achieved in the timeframe set forth in the strategic plan
 - ii. Each District Board meeting highlights the Strategic Directions for Experience 2025 and student success
 - iii. 25% of District Board meetings and advances are held in places that allow for engagement with Western employees and student learning spaces
 - iv. Approval of annual calendar
 - v. District Board members express satisfaction with time allotted for agenda items through a Plus/Delta document each month

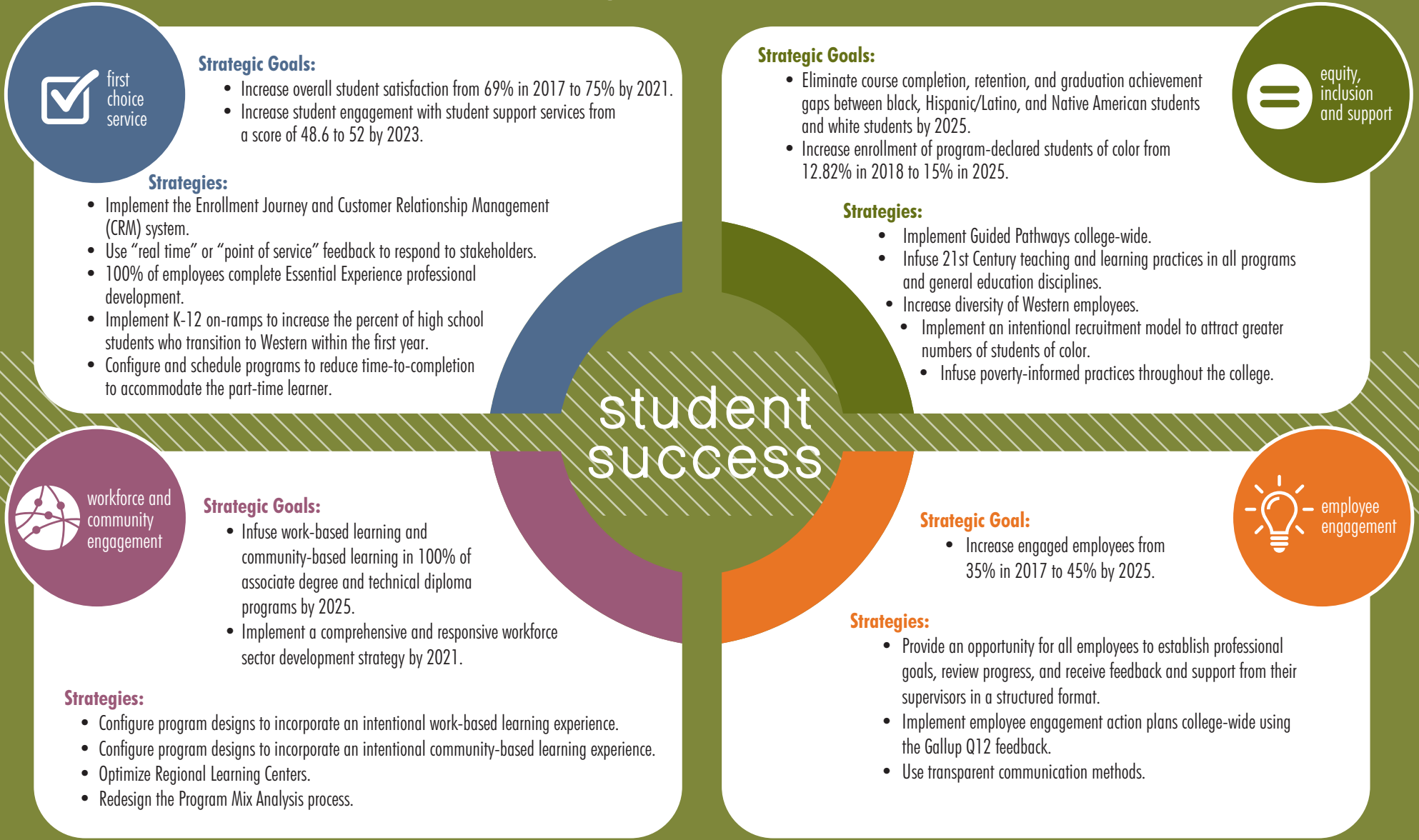
Approved October 16, 2018

Mission: Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment that changes the lives of students and grows our communities.

Vision: Western Technical College is the college of first choice in our region.

Values: We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student and built on a foundation of integrity, teamwork, and respect.

Strategic Directions



first choice service

Strategic Goals:

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

Strategies:

- Implement the Enrollment Journey and Customer Relationship Management (CRM) system.
- Use “real time” or “point of service” feedback to respond to stakeholders.
- 100% of employees complete Essential Experience professional development.
- Implement K-12 on-ramps to increase the percent of high school students who transition to Western within the first year.
- Configure and schedule programs to reduce time-to-completion to accommodate the part-time learner.



equity, inclusion and support

Strategic Goals:

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 15% in 2025.

Strategies:

- Implement Guided Pathways college-wide.
- Infuse 21st Century teaching and learning practices in all programs and general education disciplines.
- Increase diversity of Western employees.
- Implement an intentional recruitment model to attract greater numbers of students of color.
- Infuse poverty-informed practices throughout the college.



workforce and community engagement

Strategic Goals:

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive and responsive workforce sector development strategy by 2021.

Strategies:

- Configure program designs to incorporate an intentional work-based learning experience.
- Configure program designs to incorporate an intentional community-based learning experience.
- Optimize Regional Learning Centers.
- Redesign the Program Mix Analysis process.



employee engagement

Strategic Goal:

- Increase engaged employees from 35% in 2017 to 45% by 2025.

Strategies:

- Provide an opportunity for all employees to establish professional goals, review progress, and receive feedback and support from their supervisors in a structured format.
- Implement employee engagement action plans college-wide using the Gallup Q12 feedback.
- Use transparent communication methods.

January	February	March (Board Location Change)
<ul style="list-style-type: none"> • First Choice Service (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Sustainability Update 	<ul style="list-style-type: none"> • Enrollment Update • Non-Renewals Proposal (closed-as-needed) • Annual Planning Cycle Review • Annual RLC Update • Program & Service Highlights (Begin first program highlight) 	<ul style="list-style-type: none"> • Equity, Inclusion & Support (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Program Development Approval (optional) • Health Other Benefits • ATD Update ICAT Results • Annual District Board Appointment • Legislative Update as needed • Student Government Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Private Sector Review IP</i>
April – 2 Separate Meetings	May (Remote Location)	June
<ul style="list-style-type: none"> • Foundation Plan Update • Non-Renewals (closed-as needed) • Grant Updates • Workforce & Job Market update (<i>Was Hot Jobs & Program Mix</i>) 	<ul style="list-style-type: none"> • Enrollment Update • Student Government Update Ambassador • 3-Year Facility Plan Discussion <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Salary Adjustments IP</i> • <i>Bargaining Agreement IP</i> • <i>Non-Renewal IP (as needed)</i> • <i>Fees & Rates IP</i> • <i>District Boards Association Annual Fees IP</i> 	<ul style="list-style-type: none"> • Public Hearing – Budget • HLC Update (as needed) • President Contract Review (closed) • District Boards Association Visit Update (spring visit) <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Board Approval of Budget IP</i> • <i>3-year Facility Plan IP</i> • <i>Out of State Tuition Remission/Waivers IP</i>
2 nd Meeting - April - Annual Special Budget Meeting		
<ul style="list-style-type: none"> • Held in Sparta • 4th Tuesday • Full budget review 	NOTE: BOARD Advance Day – No evening dinner	
July 2 nd Monday	August	September
<ul style="list-style-type: none"> • Recognize WLDI Grads • Annual Organizational Meeting Actions • Program & Service Highlights • President Shares Identified Goals <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Organizational IPs</i> 		<ul style="list-style-type: none"> • Workforce/Community Engagement <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Enrollment Update • Tax Levy Discussion • College Day Update

October (Remote Location)	November	December
<ul style="list-style-type: none"> • Key Results Update (Student Success Metrics) (2025) • Grant Updates • Legislative Affairs Update • BIS Update (financial report) • Review Previous Fiscal Year's Operating Financial Results <p>NOTE: Regional Luncheons held at campuses</p> <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Annual Review of Procurements Report</i> • <i>Tax Levy IP</i> • <i>Resolution Designating Positions as Assistant, Associate, or Deputy District Director for the Purpose of Wisconsin's Code of Ethics for Public Officials and Employees IP</i> • <i>Annual Budget Modifications IP</i> 	<ul style="list-style-type: none"> • Employee Engagement (2025) <ul style="list-style-type: none"> ○ Includes data updates, project plans, and recognition if appropriate. • Foundation Audit • College Audit • Enterprise Update • Capital Borrowing Discussion • Program & Service Highlights <p>NOTE: BOARD Advance Day – No evening dinner</p>	<ul style="list-style-type: none"> • Annual Experience (2025) Review [beginning 2020] – (WIGS, Data, Adjustments, Progress, and Priorities) • Annual Enrollment Management • Review ACCT Trip • RLC Community Panel Update <p>Issue Papers:</p> <ul style="list-style-type: none"> • <i>Capital Borrowing IP</i>

*Annually the college **will review** Noel Levitz (SSI) and/or CCESE data with the board at the appropriate time. These surveys are completed bi-annually.

* **Program Highlights / Students:** This will be an attempt to have 2-3 programs per year share about their program to the board. This will intentionally move across sectors over time. Students will present with their faculty.

Process Timeline for President Evaluation	Timeline	Responsible
President to complete status report of his/her individual goals. To be shared with Board prior to evaluation going out or simultaneously.	February 28	President
Distribute President evaluation tool to Board for their completion and President for his/her self-assessment.	March 1	Human Resources
Compile results and summary document to share with Board and President.	March 31	Human Resources
Review and discussion of results	April Board Meeting (Closed Session)	Board, Human Resources
Meeting with President	May	Board Chair, President
Review/Update Evaluation Criteria	May	Human Resources, Board Chair
Summary Materials to be filed in HR	June	Human Resources
Develop individual goals to be included for the next review period	June	President, Board Chair
Provide Final Evaluation tool to Board and President	July 1	Human Resources

Western Technical College District Board Meeting

**TUESDAY, March 17, 2020
AGENDA**

Topic	Attachment	Action
-------	------------	--------

Call to Order

The March 17, 2020 meeting of the Western Technical College District Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.

Mission: Western Technical College provides relevant, high-quality education in a collaborative and sustainable environment that changes the lives of students and grows our communities.

Public Comment

Presentations

- Discuss: Health | Other Benefits – Guest Presenter: Executive Director of Health Care Consortium – John Heath | Wade Hackbarth
- Inform: Equity, Inclusion and Support (2025 Update) – Amy Thornton | Kat Linaker | Kari Reyburn | Kirsten Moffler-Daykin
- Inform: ATD Update | ICAT Results – Kari Reyburn | Brianne Shane
- Discuss: Grants and Legislative Affairs Update – Rande Daykin

Budget & Facilities Subcommittee Report – None

Policy Subcommittee Report – None

TIFs and TIDs [New Information Only]

Items to be Removed from Consent Agenda

Approve: Consent Agenda

➤ February 25, 2020 District Board Meeting Minutes	Page 9	X
➤ Financial Reports – February 2020		
A. Schedule of Payments	Page 11	X
B. Vendors Over \$2500	Page 12	X
C. General Revenue/Expense Report	Page 15	X
D. Department Budget Summary	Page 16	X
E. Auxiliary Services Reports	Page 18	X
F. Capital Projects Reports	Page 22	X
➤ Project Submission and Acceptance		
A. Wisconsin Technical College System Office – State Grants Funds FY2020-21 .	Page 25	X
B. Wisconsin Technical College System Office – Leadership Grants FY2020	Page 26	X
➤ Personnel (<i>Information Only</i>)		
A. Retirements		
1. Bernard Black, Multicultural Student Advisor, Student Service & Engagement	Page 27	
2. Steven Meger, Instructor, Math & Science, Learner Support & Transition, Academic Affairs.....	Page 27	
3. Daniel Rooney, Instructor, Communication Skills, General Studies, Academic Affairs.....	Page 27	
4. Deborah Klug, Instructor, Culinary Management, Business Division, Academic Affairs.....	Page 27	
5. Gerald Hyzer, Purchasing Agent, Business Services, Finance & Operations	Page 27	
B. Resignations		
1. Allen Heineck, Instructor, HVAC, Integrated Technology Division, Academic Affairs	Page 27	

Topic	Attachment	Action
C. New Hires		
1. Tanner Hoeth, Custodian, Physical Plant, Finance & Operations	Page 28	
2. Julie Christensen, Community Based Learning Specialist, Student Service & Engagement	Page 28	
Approve: Monthly Approvals		
➤ Approve: Private Sector Review Committee	Page 29	X
➤ Adopt: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,710,000 General Obligation Promissory Notes, Series 2020C, of Western Technical College District, Wisconsin	Page 31	Roll Call
President Report		
<ul style="list-style-type: none"> • Tours and Connections • Current Priorities • Advanced Manufacturing Tours – Patti Balacek • April 28 Budget Meeting Overview – Wade Hackbarth • Industry Partnership Recognition Event • Corona Virus Update – Wade Hackbarth Amy Thornton 		
District Board Chairperson Report		
<ul style="list-style-type: none"> • Board Business Updates • Board Events • Plus Delta Feedback • President District Board Evaluation Updates • District Board Appointment – March 24, 2020 		
Other Business		
Closed Session Break		
<p><i>The Board will convene into closed session for the purpose of discussing potential contract non-renewals and reductions under the provisions of Wisconsin Statutes, Sec. 19.85 (1)(c). The Board will convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters, and the President’s Evaluation. No action.</i></p>		
Adjournment		X

WESTERN TECHNICAL COLLEGE DISTRICT BOARD
Minutes of Regular Meeting
February 25, 2020

Mr. Andrew Bosshard, District Board Chair, called the regular meeting of the Board of Western Technical College District to order at 1:05pm on Tuesday, February 25, 2020 at the Western Technical College Administrative Center, 111 Seventh Street North, La Crosse, WI (room 408). Board members present were: Andrew Bosshard, Kara Burgos, Carrie Buss, Ed Lukasek, Angie Lawrence, Ken Peterson, Dennis Treu and Roger Stanford, President. District Board members Dave Laehn and Michelle Greendeer-Rave were excused.

Notice of the meeting was posted publicly on Friday, February 21, 2020 at 1:43pm with the agenda being distributed to interested persons, sent to the District's official newspaper (The La Crosse Tribune), and distributed to other news media throughout the District in compliance with Wisconsin Statutes, Sections 19.81 through 19.98.

Others present: Wade Hackbarth, Janice Strupp, Kat Linaker, Mike Swenson, Tracy Dryden, Rande Daykin, John Heath, Kari Reyburn, Barb Kelsey, Ryan Monroe, and Cooper Richason (Student Government)

Public Comment: None

Motion Lawrence, second Peterson, that the Western Technical College District Board adopt resolution of commendation recognizing Dennis Deml on his retirement from Western. Votes: Ayes, 7; Opposed, 0. Motion carried. *A copy of the resolution is attached to and incorporated into these minutes as Attachment A.*

District Board was provided the following reports/updates: Achieve the Dream conference, Western wellness plan, and advising/career services unit presentation. The ACCT National legislative summit and 2020 budget were discussed.

Motion Burgos, second Burgos, that the Western Technical College District Board approve the following consent items as presented: A. January 21, 2020 District Board Meeting Minutes; B. Financial Reports – January 2020; 1. Schedule of Payments; 2. Vendors Over \$2500; 3. General Revenue/Expense Report; 4. Department Budget Summary; 5. Auxiliary Services Reports; 6. Capital Projects Reports; 7. BIS Contract Training Report FY19. Votes: Ayes, 7; Opposed, 0. Abstention to Vendors over \$2500 Report, 1. Motion carried.

Motion Burgos, second Lawrence, that the Western Technical College District Board Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020B, of Western Technical College District, Wisconsin. Roll call: Burgos, yes; Buss, yes; Lawrence, yes; Lukasek, yes; Peterson, yes; Treu, yes; Bosshard, yes. Motion carried.

Motion Lawrence, second Buss that the Western Technical College District Board approve the donation of land to Western Technical College and adopt resolution of commendation to City of Sparta for the property. Votes: Ayes, 6; Opposed, 0; Abstention, 1. Motion carried.

3:41pm: Motion Lawrence, second Treu, that the Western Technical College District Board convene into closed session, pursuant to s. 19.85(1)(c)(e), Wis. Stats. for the purpose of discussing personnel matters. No action. The Board will convene into open dialog session immediately following closed session. No. action. Roll call: Buss, yes; Burgos, yes; Peterson, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

3:49pm: Motion Buss, second Lukasek that the Western Technical College District Board reconvene into open session. Roll call: Buss, yes; Burgos, yes; Peterson, yes; Lukasek, yes; Treu, yes; Lawrence, yes; Bosshard, yes. Motion carried.

Dr. Stanford highlighted the recently held meetings, tours and news/media coverage and current priorities. He will not be attending DBA Spring meeting in April due to other college related travel. Tracy Dryden provided an update on the annual planning cycle and Wade Hackbarth updated the Board on spring enrollment.

Under the District Board Chairperson report, several upcoming event dates were provided. The process for annual District Board and President's evaluation was defined. Board members were reminded to delete any email messages that appear to be SPAM from Mr. Bosshard.

Other business: Nominations for officers to the District Boards Association are being taken during the April 2-4 meeting. A thank you was provided to those members that have contributed to the Cavalier Cupboard.

4:29m: Motion Burgos, second Treu, that with no further business to come before the Western Technical College District Board, the meeting be adjourned. Votes: Ayes 7; Opposed, 0. Motion carried.

Dave Laehn, District Board Secretary



Western Technical College
Schedule of Payments Issued
For The Period 1/01/20 thru 1/31/20
FY 2019-2020

	Check Numbers Used	Number Issued	January 2020	Year to Date
Accounts Payable				
Checks	342968-343320	353	\$876,832.22	\$12,657,814.20
P Card		559	\$ 161,668.80	\$ 1,814,892.62
Electronic		103	\$ 3,318,555.80	\$ 19,373,728.07
Total Accounts Payable			\$ 4,357,056.82	\$ 33,846,434.89
Student Refunds				
Checks	525269-525346	78	\$56,055.36	\$1,984,150.82
Electronic		29	\$23,458.35	\$2,942,556.61
Total Student Refunds			\$ 79,513.71	\$ 4,926,707.43
Payroll				
Checks	801027-801030	4	\$934.75	\$10,002.25
Electronic		1249	\$1,666,966.22	\$12,380,089.61
Total Payroll			\$ 1,667,900.97	\$ 12,390,091.86
Total Payments			\$ 6,104,471.50	\$ 51,163,234.18



**Western Technical College
Vendor Payments Exceeding \$2500
January 31, 2020**

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$ 3,527.92	343238
AMZN MKTP US*3S7HO04Q3	\$ 5,637.41	PCARD
AWL*PEARSON EDUCATION	\$ 2,719.66	PCARD
BAN-KOE SYSTEMS, INC.	\$ 14,997.50	343164
BERNIE BUCHNER PLUMBING	\$ 3,076.97	PCARD
BERNIE BUCHNER PLUMBING	\$ 3,140.01	PCARD
BERNIE BUCHNER, INC.	\$ 6,385.00	EFT000000003420
BSN SPORTS	\$ 3,920.00	342980
CENTURYLINK	\$ 2,740.00	343241
CENTURYLINK	\$ 2,740.00	342972
CENTURYLINK	\$ 3,421.59	343240
CENTURYLINK	\$ 3,437.15	342969
CITY OF LA CROSSE TREASURER	\$ 24,143.00	343085
COULEE REGION ENVIRONMENTAL LLC	\$ 3,181.20	343170
CREATIVE CABINETS & MILLWORK, INC.	\$ 2,657.00	343066
DELL USA L.P.	\$ 44,783.87	343086
DELTA DENTAL	\$ 4,546.30	WIRE
DELTA DENTAL	\$ 6,549.00	WIRE
DELTA DENTAL	\$ 6,619.80	WIRE
DELTA DENTAL	\$ 8,215.04	WIRE
DELTA DENTAL	\$ 10,720.00	WIRE
DIAMEDICAL USA EQUIPMENT LLC	\$ 40,206.10	EFT000000003466
DIGICOPY	\$ 4,217.72	EFT000000003415
DIRECT LOAN WIRE	\$ 4,698.00	WIRE
DOUGLAS STEWART COMPANY, INC	\$ 6,813.70	EFT000000003433
DOUGLAS STEWART COMPANY, INC	\$ 9,395.14	EFT000000003462
DOWNTOWN MAINSTREET INC.	\$ 2,500.00	343175
EB TRAIN THE TRAINER	\$ 2,500.00	PCARD
ELLUCIAN COMPANY LP	\$ 9,600.00	342984
ELSEVIER	\$ 5,886.72	EFT000000003448
EMERGENCY MEDICAL PRODUCTS, INC.	\$ 14,304.27	343068
EMS SOFTWARE LLC	\$ 3,590.64	EFT000000003431
EMSI	\$ 10,500.00	343307
EPICOSITY LLC	\$ 14,812.40	343069
evcVALUATION LLC	\$ 8,850.00	343070
EVERFI INC	\$ 7,000.00	342987
FIRE PROTECTION SPECIALISTS	\$ 2,835.33	343088
FIRST SUPPLY	\$ 3,570.80	343089
FOWLER & HAMMER, INC.	\$ 6,812.28	343092
GALLAGHER BENEFIT SERVICES, INC.	\$ 492,943.45	WIRE
GALLAGHER BENEFIT SERVICES, INC.	\$ 766,536.96	WIRE

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
GEXPRO	\$ 6,382.12	342994
GRAINGER	\$ 5,360.20	PCARD
GREEN SHADES SOFTWARE INC	\$ 3,320.00	342995
GUNDERSEN HEALTH SYSTEM	\$ 6,570.00	343251
HSR ASSOCIATES, INC	\$ 15,009.70	343254
IDENTITY WORKS	\$ 6,616.50	343255
IDENTITY WORKS	\$ 7,115.03	342997
INTEGRITY DATA OF ILLINOI	\$ 9,000.00	PCARD
KARBOWSKI,ARTHUR	\$ 3,500.00	EFT000000003418
KREIBICH HOLDING LLC dba KREIBICH LANDSCAPING	\$ 10,800.00	343103
KWIK TRIP	\$ 5,782.28	343104
LA CROSSE COUNTY dba SMRT BUS	\$ 4,000.00	343006
LA CROSSE MAIL & PRINT SOLUTIONS, INC.	\$ 10,000.00	343007
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 4,708.00	343201
LA CROSSE MEDICAL HEALTH SCIENCE	\$ 100,012.00	343262
LANDSCAPE SPECIALISTS OF WISCONSIN	\$ 4,975.00	343009
MARCO TECHNOLOGIES	\$ 31,949.20	343012
MARKET & JOHNSON, INC.	\$ 8,682.26	343205
MBS	\$ 4,669.00	343014
MBS	\$ 5,604.00	343207
MINNESOTA LIFE INSURANCE COMPANY	\$ 18,231.22	343073
MISSISSIPPI WELDERS	\$ 3,209.12	EFT000000003405
MODERN MECHANICAL CONTRACTORS	\$ 3,747.75	343113
NATIONAL INSURANCE SERVICES	\$ 4,970.15	343236
NEIGHBORHOOD FAMILY CLINICS INC	\$ 12,446.00	343018
NEIGHBORHOOD FAMILY CLINICS INC	\$ 14,529.00	343269
P & T ELECTRIC INC.	\$ 2,834.29	343273
P & T ELECTRIC INC.	\$ 8,814.44	343116
POWER/MATION DIVISION INC	\$ 21,178.88	343119
PRODUCTIVITY, INC.	\$ 31,809.60	343121
PRO-TEC DESIGN	\$ 4,155.30	343120
RADECKI SERVICE dba APPLE AUTO REPAIR	\$ 10,844.98	343277
REINHART FOODSERVICE	\$ 3,171.18	343279
REINHART FOODSERVICE	\$ 7,243.94	343126
REINHART FOODSERVICE	\$ 10,344.06	343213
RIVER CITY LAWNSCAPE	\$ 2,665.55	343127
RUFFALO NOEL LEVITZ	\$ 4,105.87	343026
SCHINDLER ELEVATOR CORPORATION	\$ 3,139.16	343129
SCHINDLER ELEVATOR CORPORATION	\$ 3,228.95	343283
SCHMIDT GOODMAN OFFICE PRODUCTS INC	\$ 3,840.56	343130
SCHOMBURG REFRIGERATION CO. INC.	\$ 3,380.11	343284
SCOTT SAFETY	\$ 8,890.00	343286
SERVICEMASTER CLEANING SERVICE	\$ 15,247.01	EFT000000003422
SIKICH LLP	\$ 567,198.08	WIRE
STANDARD & POOR'S	\$ 3,000.00	343033

<u>Vendor</u>	<u>Amount</u>	<u>Check #</u>
SUPERIOR SEALCOAT INC	\$ 3,100.00	EFT000000003437
TECHCOMM, INC	\$ 9,600.00	343134
TRI-STATE BUSINESS MACHINES	\$ 18,000.00	343137
TRI-STATE CARPETS	\$ 8,400.00	343289
U.S. BANK	\$ 3,675.00	343138
US BANK-DEBT SERVICES WIRE	\$ 74,986.46	WIRE
WASTE MGMT WM EZPAY	\$ 6,846.56	PCARD
WESTERN WISC WORKFORCE DEVELOPMENT BOARD	\$ 5,306.00	343046
WISCONSIN RETIREMENT-WRS WIRE	\$ 321,972.44	WIRE
WOLTERS KLUWER HEALTH	\$ 3,020.16	343050
XCEL ENERGY	\$ 61,572.24	343158
YWCA	\$ 5,036.95	EFT000000003407
YWCA	\$ 5,216.17	EFT000000003440

Western Technical College
General Fund/Special Revenue Funds
For the Seven Months Ending January 31, 2020

	<u>Budget</u> <u>2020</u>	<u>Encumbrances</u> <u>2020</u>	<u>Current Month</u> <u>January</u>	<u>YTD</u> <u>2020</u>	<u>% of YTD</u> <u>to Budget</u>
Revenue					
Local Taxes	12,286,440		12,298,618	12,400,685	100.93%
State Sources	23,720,736		356,117	6,267,941	26.42%
Program Fees	11,574,000		324,226	12,046,967	104.09%
Material Fees	468,600		10,644	474,146	101.18%
Other Student Fees	1,266,500		63,901	1,099,562	86.82%
Institutional Sources	4,221,800		310,690	980,763	23.23%
Federal Sources	1,164,140			489,381	42.04%
Total Revenues	<u>54,702,216</u>		<u>13,364,196</u>	<u>33,759,445</u>	<u>61.71%</u>
Expenditures					
Instructional	34,507,008	121,586	2,525,968	17,555,524	50.88%
Instructional Resources	1,190,004		89,529	592,189	49.76%
Student Services	6,150,294	48	467,643	3,157,028	51.33%
General Institutional	8,511,285	261,001	690,111	5,545,080	65.15%
Physical Plant	4,530,625	20,373	411,633	2,425,465	53.53%
Total Expenditures	<u>54,889,216</u>	<u>403,008</u>	<u>4,184,883</u>	<u>29,275,286</u>	<u>53.34%</u>
Net Revenue (Expenditures)	<u>(187,000)</u>	<u>(403,008)</u>	<u>9,179,313</u>	<u>4,484,159</u>	

**Western Technical College
Department Summary Report
For the Seven Months Ending January 31, 2020**

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>District Board/President</u>					
100 - District Board - Stanford, Roger	\$65,000.00		\$45,566.06	\$19,433.94	70.10%
150 - President - Stanford, Roger	407,635.00		242,025.78	165,609.22	59.37%
170 - Foundation and Alumni - Swenson, Mike	465,236.00		266,699.03	198,536.97	57.33%
179 - Regional Development - Balacek, Patti	164,820.00		96,969.88	67,850.12	58.83%
Total District Board/President	1,102,691.00		651,260.75	451,430.25	59.06%
<u>Instructional</u>					
200 - Academics - Linaker, Kat	536,864.00	14,000.00	220,125.47	302,738.53	43.61%
210 - Business Division - Brown, Gary	4,320,150.00	4,238.29	2,495,688.42	1,820,223.29	57.87%
219 - RLC's - Business - Brown, Gary	441,743.00		250,549.31	191,193.69	56.72%
220 - Integrated Technologies Division - Gamer, Josh	5,086,023.00	9,634.71	2,975,275.30	2,101,112.99	58.69%
240 - Health and Public Safety Division - Dean, Kevin	913,442.00	8,126.43	507,693.46	397,622.11	56.47%
241 - Nursing - Miller, Chaudette	2,096,709.00	53,669.99	1,220,244.20	822,794.81	60.76%
242 - Allied Health - Campo, Darlene	1,738,456.00	14,950.96	1,010,093.76	713,411.28	58.96%
243 - Public Safety Services - Dean, Kevin	1,450,488.00	1,929.66	837,989.70	610,568.64	57.91%
244 - Health Education - Miksis, Joan	1,348,615.00		736,183.45	612,431.55	54.59%
250 - General Studies - Neefe, Diane	4,820,753.00		2,774,361.58	2,046,391.42	57.55%
251 - Learning Commons - Church-Hoffman, Mandy	311,057.00		171,351.11	139,705.89	55.09%
259 - RLC's - General Studies - Neefe, Diane	106,100.00		20,485.08	85,614.92	19.31%
270 - Academic Excellence & Development - Ortery, Brandee	826,660.00		430,893.81	395,766.19	52.12%
279 - Regional Learning Centers-Operations - Balacek, Patti	688,058.00		400,903.36	287,154.64	58.27%
310 - Learner Support and Transition - Church-Hoffman, Mandy	2,230,311.00		1,340,145.17	890,165.83	60.09%
Total Instructional	26,915,429.00	106,550.04	15,391,983.18	11,416,895.78	57.58%
<u>Planning and Organizational Excellence</u>					
273 - Planning and Organizational Excellence - Dryden, Tracy	507,945.00		318,586.09	189,358.91	62.72%
Total Planning and Organizational Excellence	507,945.00		318,586.09	189,358.91	62.72%
<u>Student Services and Engagement</u>					
300 - Student Development and Success - Thornton, Amy	296,995.00		163,878.89	133,116.11	55.18%
314 - Outreach and Admissions Services - Hether, Deb	323,296.00		188,768.01	134,527.99	58.39%
331 - Counseling and Disability Services - BrandauHynek, Ann	548,452.00		314,429.76	234,022.24	57.33%
335 - Advising and Career Services - Kelsey, Barb	798,658.00		524,908.52	273,749.48	65.72%
336 - Veteran Services - Helgeson, Jackie	277,447.00		168,578.94	108,868.06	60.76%
341 - Security/Student Development - McNeeley, Shelley	671,284.00		376,080.18	295,203.82	56.02%
351 - Admissions - Spivey, Shaundel	491,082.00		271,993.57	219,088.43	55.39%
352 - Financial Aid - Grandall, Jerolyn	490,034.00		283,021.44	207,012.56	57.76%
355 - Registration - Peterson, Sandy	250,853.00	47.86	145,565.97	105,239.17	58.05%
410 - Marketing & Communications - Lemon, Julie	1,289,734.00	171,589.89	684,105.69	434,038.42	66.35%
430 - Resource Development - Daykin, Rande	369,625.00		227,166.18	142,458.82	61.46%
440 - Recruitment - Van Tol, Tonya	925,985.00		518,486.51	407,498.49	55.99%
445 - Community Engagement & Equity/Inclusion - Reyburn, Kari	286,353.00		183,685.06	102,667.94	64.15%
Total Student Services and Engagement	7,019,798.00	171,637.75	4,050,668.72	2,797,491.53	60.15%

Western Technical College
Department Summary Report
For the Seven Months Ending January 31, 2020

<u>Department</u>	<u>Budget</u>	<u>Encumbrances</u>	<u>Actual</u>	<u>Balance</u>	<u>% Used</u>
<u>Finance and Operations</u>					
280 - Business and Industry Services - Martin, Angie	3,710,000.00		640,045.46	3,069,954.54	17.25%
404 - Sustainability-Development - Meehan, Casey	140,889.00		72,822.76	68,066.24	51.69%
500 - Finance and Operations Admin - Hackbarth, Wade	345,556.00		203,951.92	141,604.08	59.02%
502 - Lunda Center - Murphy, Dan	247,000.00		136,906.42	110,093.58	55.43%
510 - Business Services - Otto, De Anne	342,636.00		201,728.07	140,907.93	58.88%
515 - Cashier's Office - Vonderohe, Marsha	486,359.00		222,328.69	264,030.31	45.71%
520 - Information Services - Pierce, Joan	2,750,497.00	42,514.12	1,702,982.76	1,005,000.12	63.46%
530 - Human Resources - Heath, John	1,073,884.00	11,488.75	528,105.31	534,289.94	50.25%
535 - Professional Development - Kettner-Sieber, Jackie	77,445.00		14,639.57	62,805.43	18.90%
536 - Wellness Program - Monroe, Ryan	38,553.00		17,964.92	20,588.08	46.60%
540 - Physical Plant - McHenry, Jay	1,321,771.00	28,528.07	869,643.34	423,599.59	67.95%
541 - Facilities Operations - Haun, Brian	1,135,804.00	9,319.00	566,948.00	559,537.00	50.74%
545 - Custodial Services - Dahl, Julie	2,178,819.00		1,167,759.73	1,011,059.27	53.60%
546 - Shipping and Receiving - Wignes, Dave	90,665.00		67,896.55	22,768.45	74.89%
550 - Controller - Schmidt, Amy	1,613,396.00	23,675.00	32,319.01	1,557,401.99	3.47%
Total Finance - Operations	<u>15,553,274.00</u>	<u>115,524.94</u>	<u>6,446,042.51</u>	<u>8,991,706.55</u>	<u>42.19%</u>
<u>Budget Freezes</u>					
551 - Budget Freezes - Schmidt, Amy	(116,786.00)			(116,786.00)	0.00%
Total Budget Freezes	<u>(116,786.00)</u>			<u>(116,786.00)</u>	<u>0.00%</u>
<u>Federal Grants</u>					
700 - Federal Grants - Various	1,956,445.00	8,164.95	1,070,558.61	877,721.44	55.14%
Total Federal Grants	<u>1,956,445.00</u>	<u>8,164.95</u>	<u>1,070,558.61</u>	<u>877,721.44</u>	<u>55.14%</u>
<u>State Grants</u>					
800-999 - State Grants - Various	1,950,420.00	1,130.00	943,178.57	1,006,111.43	48.42%
Total State Grants	<u>1,950,420.00</u>	<u>1,130.00</u>	<u>943,178.57</u>	<u>1,006,111.43</u>	<u>48.42%</u>
Total	<u>54,889,216.00</u>	<u>403,007.68</u>	<u>28,872,278.43</u>	<u>25,613,929.89</u>	<u>53.34%</u>

Western Technical College
Enterprise Fund Board Report
For the Seven Months Ending January 31, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
ENTERPRISE TOTAL						
Total Revenue	\$4,575,396	\$4,443,668	\$4,324,249	\$2,904,024	\$2,865,068	\$4,270,975
Expenses						
Salaries	\$844,680	\$879,417	\$917,085	\$537,365	\$562,429	\$966,858
Fringe Benefits	\$266,325	\$288,683	\$307,140	\$173,249	\$196,913	\$331,395
Cost of Goods Sold	\$2,212,153	\$2,099,593	\$1,928,201	\$1,351,385	\$1,307,870	\$1,718,000
Other	\$1,419,797	\$1,440,943	\$1,474,987	\$861,104	\$817,711	\$1,426,222
Total Expenses	\$4,742,955	\$4,708,637	\$4,627,413	\$2,923,102	\$2,884,923	\$4,442,475
Enterprise Profit/(Loss)	(\$167,559)	(\$264,969)	(\$303,165)	(\$19,079)	(\$19,855)	(\$171,500)
CAMPUS SHOP						
Revenue						
Book Sales	\$1,991,922	\$1,788,178	\$1,574,509	\$1,278,357	\$1,197,334	\$1,420,000
Supply Sales	\$231,348	\$227,025	\$244,714	\$183,206	\$191,562	\$250,000
Resale Receipts	\$12,338	\$9,629	\$4,819	\$3,161	\$3,052	\$7,000
Total Revenue	\$2,235,608	\$2,024,832	\$1,824,042	\$1,464,724	\$1,391,948	\$1,677,000
Expenses						
Salaries	\$206,711	\$210,093	\$222,093	\$129,584	\$136,769	\$230,901
Fringe Benefits	\$70,870	\$74,727	\$73,235	\$42,713	\$43,718	\$73,599
Cost of Goods Sold	\$1,751,657	\$1,633,557	\$1,483,414	\$1,082,534	\$1,037,364	\$1,272,000
Other	\$103,248	\$100,087	\$99,428	\$78,680	\$44,650	\$100,500
Total Expenses	\$2,132,486	\$2,018,464	\$1,878,170	\$1,333,511	\$1,262,501	\$1,677,000
Profit/(Loss)	\$103,121	\$6,368	(\$54,128)	\$131,213	\$129,447	\$0

Western Technical College
Enterprise Fund Board Report
For the Seven Months Ending January 31, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
UNION MARKET						
Revenue						
Union Market Sales	\$426,631	\$436,727	\$416,900	\$244,066	\$239,452	\$475,000
Meal Plan-Residence Hall Sales	\$210,100	\$206,952	\$212,011	\$133,841	\$139,095	\$210,000
Coleman Cafe Sales	\$33,867	\$28,286	\$36,688	\$21,927	\$24,329	\$35,000
Catering/Other	\$281,024	\$254,192	\$263,394	\$137,448	\$158,731	\$294,000
Total Revenue	\$951,621	\$926,157	\$928,993	\$537,283	\$561,607	\$1,014,000
Expenses						
Salaries	\$443,290	\$469,420	\$498,034	\$294,531	\$303,024	\$517,526
Fringe Benefits	\$133,170	\$145,149	\$158,912	\$90,941	\$98,410	\$162,774
Cost of Goods Sold	\$412,954	\$401,322	\$414,860	\$248,312	\$252,860	\$410,000
Other	\$88,070	\$71,211	\$90,262	\$60,425	\$61,206	\$89,700
Total Expenses	\$1,077,484	\$1,087,103	\$1,162,068	\$694,209	\$715,500	\$1,180,000
Profit/(Loss)	(\$125,863)	(\$160,946)	(\$233,075)	(\$156,926)	(\$153,893)	(\$166,000)
DAY CARE CENTER						
Revenue						
Facilities Rental Income	\$42,476	\$43,750	\$45,063	\$26,287	\$27,075	\$46,000
Miscellaneous Revenue	\$0	\$0	\$3,106	\$1,119	\$2,321	\$1,000
Total Revenue	\$42,476	\$43,750	\$48,169	\$27,406	\$29,397	\$47,000
Expenses						
Other Expenditures	\$16,653	\$18,199	\$20,415	\$10,177	\$9,312	\$27,000
Total Expenses	\$16,653	\$18,199	\$20,415	\$10,177	\$9,312	\$27,000
Profit/(Loss)	\$25,823	\$25,552	\$27,754	\$17,228	\$20,085	\$20,000

Western Technical College
Enterprise Fund Board Report
For the Seven Months Ending January 31, 2020

	<u>Fiscal Year</u> 2017	<u>Fiscal Year</u> 2018	<u>Fiscal Year</u> 2019	<u>YTD Prior Yr</u> 2019	<u>Fiscal Yr-YTD</u> 2020	<u>Budget</u> 2020
WELLNESS CENTER						
Revenue						
Memberships Fees	\$21,978	\$18,740	\$21,822	\$14,662	\$17,222	\$24,200
Student Govt/Other Revenue	\$153,778	\$158,495	\$165,784	\$96,253	\$101,358	\$170,800
Total Revenue	\$175,756	\$177,235	\$187,607	\$110,914	\$118,581	\$195,000
Expenses						
Salaries	\$105,376	\$100,225	\$93,473	\$53,245	\$62,116	\$116,309
Fringe Benefits	\$21,170	\$20,830	\$28,955	\$12,751	\$30,842	\$54,069
Other	\$14,509	\$21,809	\$28,504	\$18,006	\$12,729	\$24,622
Total Expenses	\$141,054	\$142,864	\$150,932	\$84,002	\$105,687	\$195,000
Profit/(Loss)	\$34,702	\$34,371	\$36,675	\$26,912	\$12,894	\$0
<hr/>						
PC RESALE						
Revenue						
Resale Receipts	\$136,460	\$162,338	\$124,977	\$68,462	\$58,939	\$120,000
Miscellaneous Revenue	\$3,766	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$140,226	\$162,338	\$124,977	\$68,462	\$58,939	\$120,000
Expenses						
Salaries	\$46,420	\$50,301	\$53,135	\$30,875	\$28,048	\$44,236
Fringe Benefits	\$24,937	\$30,863	\$29,575	\$17,233	\$14,084	\$23,664
Purchases for Resale	\$47,542	\$64,714	\$29,927	\$20,539	\$17,646	\$36,000
Other Expenses	\$8,581	\$16,790	\$16,430	\$7,978	\$6,285	\$16,100
Total Expenses	\$127,479	\$162,668	\$129,068	\$76,624	\$66,062	\$120,000
Profit/(Loss)	\$12,746	(\$330)	(\$4,090)	(\$8,162)	(\$7,123)	\$0

Western Technical College
Enterprise Fund Board Report
For the Seven Months Ending January 31, 2020

	<u>Fiscal Year</u> <u>2017</u>	<u>Fiscal Year</u> <u>2018</u>	<u>Fiscal Year</u> <u>2019</u>	<u>YTD Prior Yr</u> <u>2019</u>	<u>Fiscal Yr-YTD</u> <u>2020</u>	<u>Budget</u> <u>2020</u>
VENDING						
Revenue						
Commissions	\$26,671	\$27,282	\$30,167	\$14,969	\$15,448	\$30,000
Total Revenue	\$26,671	\$27,282	\$30,167	\$14,969	\$15,448	\$30,000
Expenses						
Vending Expenses	\$22,828	\$29,665	\$30,739	\$7,382	\$16,757	\$20,000
Vending-Student Use	\$1,471	\$370	\$9,000	\$5,500	\$4,096	\$10,000
Total Expenses	\$24,300	\$30,035	\$39,739	\$12,882	\$20,853	\$30,000
Profit/(Loss)	\$2,372	(\$2,752)	(\$9,573)	\$2,087	(\$5,405)	\$0

RESIDENCE HALL

Revenue						
Commissions	\$2,873	\$1,893	\$1,818	\$980	\$1,017	\$2,500
Dorm Rent Receipts	\$919,398	\$988,320	\$1,043,666	\$612,500	\$628,250	\$1,088,875
Dorm Rent - Breaks	\$5,231	\$4,230	\$19,050	\$6,443	\$4,805	\$8,000
Dorm Rent Forfeiture/Damage	\$19,334	\$24,207	\$18,869	\$7,944	\$5,633	\$18,000
Cost Reimbursements	\$27,204	\$26,640	\$28,807	\$28,787	\$25,859	\$28,000
Housing Application Fees	\$0	\$0	\$7,650	\$0	\$2,000	\$0
Miscellaneous Revenue	\$9,497	\$16,696	\$39,744	\$11,543	\$9,153	\$21,500
Total Revenue	\$983,538	\$1,061,986	\$1,159,604	\$668,197	\$676,716	\$1,166,875
Expenses						
Salaries	\$42,883	\$49,379	\$50,349	\$29,130	\$32,472	\$57,886
Fringe Benefits	\$16,046	\$17,190	\$15,700	\$9,611	\$9,859	\$17,289
Travel Expenses	\$906	\$410	\$0	\$0	\$0	\$0
Noninstr Dup/Prnt/Graphics	\$1,478	\$1,680	\$1,300	\$970	\$1,233	\$2,000
General Expense	\$8,778	\$18,315	\$27,204	\$21,556	\$8,561	\$20,000
Other Contracts and Services	\$28,284	\$35,361	\$50,358	\$22,044	\$33,303	\$36,000
Interest Expense	\$595,178	\$588,435	\$579,300	\$332,884	\$329,143	\$569,800
Utilities	\$86,405	\$94,343	\$90,359	\$41,992	\$44,863	\$91,000
Depreciation Expense	\$410,498	\$410,625	\$401,631	\$233,814	\$228,081	\$391,000
Other Expenditures	\$14,309	\$16,800	\$18,995	\$12,421	\$10,724	\$15,900
Total Expenses	\$1,204,767	\$1,232,539	\$1,235,197	\$704,421	\$698,240	\$1,200,875
Profit/(Loss)	(\$221,230)	(\$170,554)	(\$75,593)	(\$36,225)	(\$21,523)	(\$34,000)

TOMAH JOB CENTER

Revenue						
Facilities Rental Income	\$19,500	\$20,088	\$20,691	\$12,070	\$12,432	\$21,100
Total Revenue	\$19,500	\$20,088	\$20,691	\$12,070	\$12,432	\$21,100
Expenses						
Other Contracts and Services	\$7,161	\$5,194	\$253	\$506	\$0	\$1,000
Depreciation Expense	\$11,571	\$11,572	\$11,571	\$6,769	\$6,769	\$11,600
Total Expenses	\$18,732	\$16,766	\$11,824	\$7,275	\$6,769	\$12,600
Profit/(Loss)	\$768	\$3,322	\$8,866	\$4,794	\$5,663	\$8,500

Western Technical College
Capital Projects Report-FY20 Completed Projects
as of 1/31/2020

Project #	Project Name	Actual Amount Borrowed	Amount Transferred / Revenue Received	Total Revenue for Project	Total Cost of Project	Date Closed
	Land and New Construction					
C17090	Sparta Fire Tower	600,000.00	22,582.01	622,582.01	622,582.01	08/31/2019
C17100	Sparta In-Door Firing Range	800,000.00	(27,170.72)	772,829.28	772,829.28	08/31/2019
C17110	Sparta Storage Shed	100,000.00	4,588.71	104,588.71	104,588.71	08/31/2019
C18110	Veterans Center-Donor Funded	-	590,000.00	590,000.00	590,000.00	08/31/2019
	Total Land & New Construction Completed Projects	1,500,000.00	590,000.00	2,090,000.00	2,090,000.00	
	Remodeling & Site Improvements					
C18100	Veterans Center-Remodeling	40,000.00	12,316.05	52,316.05	52,316.05	08/31/2019
C19400	Remodel of District Board Room	20,000.00	(1,380.69)	18,619.31	18,619.31	11/30/2019
C99190	Minor Remodeling Projects-FY19	100,000.00	115,259.49	215,259.49	215,259.49	08/31/2019
C99195	Exterior Signage-FY19	-	68,217.71	68,217.71	68,217.71	08/31/2019
C99196	Professional Services-FY19	-	(38,922.50)	(38,922.50)	(38,922.50)	08/31/2019
	Total Remodeling & Site Improvements Completed Projects	160,000.00	155,490.06	315,490.06	315,490.06	
	Equipment & Furnishings					
C18500	Sparta Firing Range Equipment	350,000.00	(153,498.57)	196,501.43	196,501.43	10/31/2019
C18600	Customer Relationship Management (CRM)	130,000.00	81,797.94	211,797.94	211,797.94	11/30/2019
C18625	Conference Rooms Equipment	50,000.00	915.08	50,915.08	50,915.08	08/31/2019
C19350	Wireless Access Point Replacements	100,000.00	(24,480.70)	75,519.30	75,519.30	11/30/2019
C19405	District Board Room Furniture & Equipment	-	13,460.56	13,460.56	13,460.56	11/30/2019
C99191	Minor Furnishings and Equipment-FY19	50,000.00	2,409.45	52,409.45	52,409.45	08/31/2019
C99194	Security Equipment-FY19	-	53,795.59	53,795.59	53,795.59	08/31/2019
	Total Equipment & Furnishings Completed Projects	680,000.00	(25,600.65)	654,399.35	654,399.35	
	Total Completed Projects in FY20	2,340,000.00	719,889.41	3,059,889.41	3,059,889.41	

Western Technical College
Capital Projects Report-Current Projects
As of 1/31/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Land and New Construction										
La Crosse Property Acquisitions/Footprint-FY17	2016C	1,000,000.00	14,489.11	-	-	1,014,489.11	1,010,354.18	4,134.93	1,014,489.11	-
La Crosse Property Acquisitions/Footprint-FY18	2018B/2019A	440,000.00	60,000.00	-	-	500,000.00	432,978.09	67,021.91	500,000.00	-
Total Land and New Construction		1,440,000.00	74,489.11	-	-	1,514,489.11	1,443,332.27	71,156.84	1,514,489.11	-
Remodeling & Site Improvements										
Sparta-Firing Range-Remodel		300,000.00	56,944.16	-	-	356,944.16	356,944.16	-	356,944.16	-
Sparta-Well	2019C	100,000.00	-	-	-	100,000.00	3,256.42	96,743.58	100,000.00	-
First Choice Service-Welcome Ctr Remodel	2019A	1,500,000.00	-	-	-	1,500,000.00	1,349,451.99	150,548.01	1,500,000.00	-
Learner Support&Transition-ARC-1st Flr Remodel	2019C	1,300,000.00	-	-	-	1,300,000.00	1,153,922.68	146,077.32	1,300,000.00	-
Student Support Services-ARC-2nd Flr Remodel	2019B	1,200,000.00	(50,000.00)	-	-	1,150,000.00	811,701.44	338,298.56	1,150,000.00	-
Student Success Ctr-Well Relocation	2020A	-	50,000.00	-	145,000.00	195,000.00	136,507.20	58,492.80	195,000.00	-
Student Success Ctr-HVAC Replacement	2019D	1,115,000.00	385,000.00	-	-	1,500,000.00	1,193,777.70	306,222.30	1,500,000.00	-
Learning Commons Barrel Dome	2019D	385,000.00	-	-	-	385,000.00	302,700.67	82,299.33	385,000.00	-
Student Success Ctr-Bldg Automation System	2020A	-	-	-	170,000.00	170,000.00	150,965.00	19,035.00	170,000.00	-
Wellness Center Locker Room	2019C	80,000.00	15,000.00	(18,940.51)	-	76,059.49	76,059.49	-	76,059.49	-
Parking Lot C Renovation	2020A	-	335,000.00	-	-	335,000.00	315,837.11	19,162.89	335,000.00	-
Parking Lot M Renovation	2020B	-	10,000.00	-	50,000.00	60,000.00	49,356.05	10,643.95	60,000.00	-
Apprenticeship Center-Remodeling	2020D	-	-	-	1,500,000.00	1,500,000.00	53,033.95	1,446,966.05	1,500,000.00	-
Apprenticeship Center-Parking Lot	2020B	-	-	-	600,000.00	600,000.00	-	600,000.00	600,000.00	-
Apprenticeship Center-HVAC Upgrade	2020B	-	-	-	600,000.00	600,000.00	-	600,000.00	600,000.00	-
Apprenticeship Center-Exterior Upgrade	2020C	-	-	-	750,000.00	750,000.00	-	750,000.00	750,000.00	-
Learning Commons-Dome Ends	2020B	-	-	-	250,000.00	250,000.00	-	250,000.00	250,000.00	-
Cleary Courtyard Upgrade	2020C	-	-	-	380,000.00	380,000.00	-	380,000.00	380,000.00	-
Kumm Ctr Cooling Coil Replacements & Chiller	2020A	-	-	-	575,000.00	575,000.00	14,870.15	560,129.85	575,000.00	-
LED Lighting Upgrades	2020A	-	-	-	450,000.00	450,000.00	-	450,000.00	450,000.00	-
Bus Educ Center Basement Romodeling	N/A	-	-	25,000.00	-	25,000.00	-	25,000.00	25,000.00	-
Student Life Office Remodel	2020C	-	-	-	100,000.00	100,000.00	-	100,000.00	100,000.00	-
Minor Projects-FY20	2020A	-	-	75,000.00	100,000.00	175,000.00	69,909.28	105,090.72	175,000.00	-
Exterior Signage-FY20	2020A	-	193,973.99	-	30,000.00	223,973.99	57,746.63	166,227.36	223,973.99	-
Project Closing Account-Remodeling & Site Improv	N/A	-	440,058.81	(81,059.49)	-	358,999.32	-	358,999.32	358,999.32	-
Total Remodeling & Site Improvements		5,680,000.00	1,379,032.80	-	5,700,000.00	12,759,032.80	5,739,095.76	7,019,937.04	12,759,032.80	-

Western Technical College
Capital Projects Report-Current Projects
As of 1/31/2020

Project Name	Debt Issue	Actual Amount Borrowed	Amount Transferred	Proposed Transfers	Future Borrowings/ Revenue	Total Revenue	Actual Expenditures to Date	Total Estimated Future Costs	Total Projected Cost	(Over) / Under
Equipment Projects										
Student Success Center-Equipment/Furnishings										
5842-IT Equipment	2019D	130,000.00	-	-	-	130,000.00	159,239.75	-	159,239.75	
5843-Furnishings	2019D	550,000.00	-	-	-	550,000.00	491,938.44	58,061.56	550,000.00	
5844-Non-Instructional Equipment	N/A	-	-	15,592.88	-	15,592.88	15,592.88	-	15,592.88	
Total Student Success Center Equipment/Furnishings		680,000.00	-	15,592.88	-	695,592.88	666,771.07	58,061.56	724,832.63	(29,239.75)
Student Success Center-Artwork										
5844-Non-Instructional Equipment	2019D	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	
Total Student Success Center Equipment/Furnishings		20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00	-
Apprenticeship Center-Equipment/Furnishings										
5842-IT Equipment	2020C	-	-	-	75,000.00	75,000.00	-	75,000.00	75,000.00	
5843-Furnishings	2020C	-	-	-	55,000.00	55,000.00	-	55,000.00	55,000.00	
5845-Instructional Equipment	2020C	-	-	-	750,000.00	750,000.00	-	750,000.00	750,000.00	
Total Apprenticeship Center-Equipment/Furnishings		-	-	-	880,000.00	880,000.00	-	880,000.00	880,000.00	-
Unitrends Backup System Replacement										
5842-IT Equipment	2020C	-	-	-	125,000.00	125,000.00	-	125,000.00	125,000.00	
Total Unitrends Backup System Replacement		-	-	-	125,000.00	125,000.00	-	125,000.00	125,000.00	-
Minor Furnishings & Equipment-FY20										
5842-IT Equipment	2019D	10,000.00	-	-	-	10,000.00	-	10,000.00	10,000.00	-
5843-Furnishings	2019D	40,000.00	42,531.01	-	-	82,531.01	-	82,531.01	82,531.01	-
5844-Non-Instructional Equipment	2019D	-	4,976.03	-	-	4,976.03	-	4,976.03	4,976.03	-
Total Minor Furnishings & Equipment-FY20		50,000.00	47,507.04	-	-	97,507.04	-	97,507.04	97,507.04	-
Security Equipment-FY20										
5842-IT Equipment (Cameras)	N/A	-	81,656.95	20,000.00	-	101,656.95	70,641.95	31,015.00	101,656.95	
5844-Non-Instructional Equipment (Door Access)	N/A	-	74,393.48	(20,000.00)	-	54,393.48	-	54,393.48	54,393.48	
Total Security Equipment-FY20		-	156,050.43	-	-	156,050.43	70,641.95	85,408.48	156,050.43	-
Project Closing Account-Equipment										
5842-IT Equipment	N/A	-	57,723.04	-	-	57,723.04	-	57,723.04	57,723.04	
5843-Furnishings	N/A	-	88,841.69	(15,592.88)	-	73,248.81	-	73,248.81	73,248.81	
Project Closing Account-Equipment		-	146,564.73	(15,592.88)	-	130,971.85	-	130,971.85	130,971.85	-
Total Equipment Projects		750,000.00	350,122.20	-	1,005,000.00	2,105,122.20	737,413.02	1,396,948.93	2,134,361.95	(29,239.75)
Total All Current Projects		7,870,000.00	1,803,644.11	-	6,705,000.00	16,378,644.11	7,919,841.05	8,488,042.81	16,407,883.86	(29,239.75)

WESTERN TECHNICAL COLLEGE

ISSUE PAPER

Topic: Project Submission and Acceptance – FY 2020-21
Wisconsin Technical College System Office – State Grants Funds

Issue: The Wisconsin Technical College System has initiated the Request for Proposal (RFP) process for fiscal year 2020 to 2021 for State Grant funding for Emergency Assistance.

Project Description: Emergency Funds for Western Students (Formula) – This project will provide Emergency Assistance Grants for eligible Pell recipients experiencing unforeseen financial emergencies. The goal of these funds is to retain students who may otherwise drop out due to a fiscal emergency. The funds can be used to pay for unanticipated medical expenses, vehicle repairs, dependent care, housing, utilities, and/or transportation as examples.

Total Project	State Funds	Western Funds
\$12,541	\$12,541	\$0

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: **Project Submission and Acceptance – FY20
Wisconsin Technical College System Office—Leadership Grants**

Issue: The WTCS has released an invitational Leadership Grant to Western Technical College in support of veterans’ services professional development.

Project Description: At the invitation of the Wisconsin Technical College System Office, Western Technical College will apply for funds to support the annual Wisconsin Association of Collegiate Registrars and Admissions Officers (WACRAO) Veterans Conference. This yearly conference will be hosted at UW-Madison this year and will provide required training for School Certifying Officials (SCO), a forum for professionals working with veteran students across the state to share information, resources, and promising practices that best support veteran students in Wisconsin. Funds will offset conference expenses to keep the registration fee low and give WACRAO the ability to bring in national speakers. Western will charge a 5% administrative fee to cover indirect costs for billing and administrative paperwork.

Total Project	State Funds	Matching Funds
\$2,500	\$2,500	\$0

Recommendation: Authorize the submission of the above projects in substantive form and accept funds if awarded.

**Retirements, Resignations, and Terminations
 March 2020**

Retirements

Position	Effective Date	Employee
Multicultural Student Advisor	3/17/2020	Bernard Black
Instructor – Math & Science (Learner Support & Transition)	4/27/2020	Steven Meger
Instructor – Comm Skills	4/27/2020	Daniel Rooney
Instructor – Culinary Mgmt	4/27/2020	Deborah Klug
Purchasing Agent	8/31/2020	Gerald Hyzer

Resignations

Position	Effective Date	Employee
Instructor - HVAC	4/27/2020	Allen Heineck

This is for information purposes only. Does not require board approval.

**New Hires, Appointments, Promotions/Transfers
March 2020**

New Hires:

Position filled	Division	FT/PT	Effective Date	Employee	# of Application(s) Received/Interviewed
Custodian	Finance & Operations	FT	3/15/2020	Tanner Hoeth	17/3
Community Based Learning Specialist	Student Service & Engagement	FT	3/11/2020	Julie Christensen	6/48

WESTERN TECHNICAL COLLEGE DISTRICT

ISSUE PAPER

Topic: Private Sector Review Committee

Issue: The Wisconsin Technical College System (WTCS) requires each college to appoint a Private Sector Review Committee. This committee reviews contracting practices with the private sector and pricing for services in the BIS area.

The Private Sector Review Committee from 2019-20 was made up of 31 representatives from industry and local government as well as Western Technical College representation.

The 2020-21 Private Sector Review Committee is made up of 20 representatives from industry and local government as well as Western Technical College representation.

The reduction in committee members meets WTCS guidelines, is a manageable number of committee members and provides industry representation in alignment with BIS contract training data.

Recommendation: Appoint the Private Sector Review Committee for 2020-21

	Western Representatives	First Name	Last Name	Company	Street Address	City	State	Zip	Phone	E-mail
1	District Board Representative	Carrie	Buss	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0907	608-547-2901	bussc@westerntc.edu
1	Representative from Campus Supervisors	Patti	Balacek	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0907	608-785-9201	balacekp@westerntc.edu
1	Business Division	Gary	Brown	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9130	browng@westerntc.edu
1	Trade and Industry Division	Josh	Gamer	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9088	gamerj@westerntc.edu
1	Health and Public Safety Division	Kevin	Dean	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-789-4765	deank@westerntc.edu
1	General Studies Division	Juan	Jimenez	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9544	jimenezj@westerntc.edu
1	Learner Support and Transition	Mandy	Church-Hoffman	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9542	church-hoffmanm@westerntc.edu
1	TUMMA- Workforce Development Board	Kevin	Ruetten	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-789-7890	ruettenk@westerntc.edu
1	Senior Leadership	Wade	Hackbarth	Western Technical College	400 Seventh St N	La Crosse	WI	54602-0908	608-785-9123	hackbarthw@westerntc.edu
	Community Representatives									
1	Manufacturing	Don	Hardie	Duratech	3216 Commerce St	La Crosse	WI	54603	608-779-3205	don.hardie@duratech.com
1	Manufacturing – Metal	Rod	Knutson	Triple R	2501 Riley Rd	Sparta	WI	54656	608-269-7111	rod@triplerindustries.com
1	Manufacturing – Food	Rhonda	Noonan	Whitehall Specialities	36120 Owen St	Whitehall	WI	54773	715-538-2326	rhondan@whitehall-specialities.com
1	Manufacturing	Tim	Vondrasek	Norwinn	16949 13th St N	Galesville	WI	54630	608-582-2213	tim@norwinn.com
1	Manufacturing	Lisa	Carlson	Trane Company	3600 Pammel Creek Rd	La Crosse	WI	54601	608-787-2504	lcarlson2@trane.com
1	Manufacturing	Pam	Schmude	Nelson Global	1202 Nelson Pkwy	Viroqua	WI	54665	608-637-2181	pam.schmude@nelsongp.com
1	Government	Amy	Studden	DVR	2615 East Avenue S	La Crosse	WI	54601	608-785-9511	amy.studden@dwd.wisconsin.gov
1	Healthcare	Kent	Stein	Tri-State Ambulance	235 Causeway Blvd	La Crosse	WI	54601	608-782-2282	tetornst@gundersenhealth.org
1	Finance/Banking	Jill	Taylor	TrustPoint	230 Front St N	La Crosse	WI	54601	608-782-1148	jtaylor@trustpointinc.com
1	Education	Jessica	Tripp	West Salem High School	490 North Market St	West Salem	WI	54669	608-786-1220	tripp.jessica@wsalem.k12.wi.us
1	Utility	Jodi	Roesler	Dairyland	3200 East Ave S	La Crosse	WI	54601	608-788-4000	jrr@dairyland.com
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
1										
30										

**WESTERN TECHNICAL COLLEGE DISTRICT
ISSUE PAPER**

Topic: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,710,000 General Obligation Promissory Notes, Series 2020C, of Western Technical College District, Wisconsin.

Issue: Included in this issue:

Apprenticeship Center Remodeling	\$1,500,000
Equipment	\$3,210,000
TOTAL	\$4,710,000

Approval of this resolution authorizes Administration to move forward with issuing debt provided that a pre-established set of parameters are met. If market conditions do not allow these parameters to be met after a period of time, the issue would come back to the Board for further discussion.

The interest rate parameter that has been established for this resolution is 3.00%.

Recommendation: Adopt the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$4,710,000 General Obligation Promissory Notes, Series 2020C, of Western Technical College District, Wisconsin